



# City of Salem Sheriff's Office

## 2021 ANNUAL REPORT



“TO SERVE WITH HUMILITY SO THAT WE BECOME THE  
EXAMPLE TO OTHERS”



*City of Salem Sheriff's Office*  
*Table of Contents*

**INTRODUCTION**

**Page**

Letter from Sheriff Staton	3
Mission Statement & Guiding Principles	4

**AGENCY ACTIVITIES**

Courthouse Security	5
Transportation of Prisoners or Other Persons in Custody	6
Civil Process - Training	7
Sheriff's Office Workforce Program – Salem Fair	8
Community Involvement	9
Professional Standards	13
Sheriff's Office Website	14
2021 Brings Change	15
Thank You	16
Drugs in Roanoke Valley – Guide to Resources	17
Awards	18
Goals and Objectives	19
Commendations/Concerns	20

**AGENCY STATISTICS**

2021 Workload Measures	21
------------------------	----



Dear Citizen:

On behalf of the City of Salem Sheriff's Office, I offer you a copy of our 2021 Annual Report. As an accredited agency, this document is prepared to comply with standards set forth by the Virginia Law Enforcement Professional Standards Commission (VLEPSC) and offers transparency of our operations. I hope you will find the report both interesting and informative.

This year has once again had its adventures due to COVID but at this point we handle those in stride. When our operations changed in 2020 because of the virus, it meant our planning and logistics changed as well. Communication and collaboration have both been key to our success and efficiency.

The appointees of the Salem Sheriff's Office strive to serve with humility, professionalism, and compassion and I witness their successes each day. Our team of men and women work extremely well together and I am grateful that as of this writing, we are fully staffed! This is unheard of in law enforcement, and most other fields of employment as well. It is my honor to provide them with all they need to fully commit and serve the citizens in a safe and efficient manner. Albeit training, equipment, leadership, or simply listen to their thoughts and concerns. This past year, staff were provided the following:

- NEW 3 in 1 waterproof jackets with hoods-paid for with proceeds from calendar ad sales
- NEW waterproof boots
- Hands-free water bottle filling station
- Laptops & telephones at each deputy's desk
- NEW photocopier providing more efficient service and cost savings
- Secure storage box for equipment held in vehicle
- Controls for sally-port door located at front desk to prevent inadvertent closing on vehicles
- Additional Pan-Tilt-Zoom cameras to provide 360-degree protection surrounding the courthouse
- 265.25 hours of training
- Salary increases & bonuses for full-time staff-locality and state supported

We continue to work hard to deliver the very best of court services and to always fulfill our motto, "to serve with humility so that we become the example to others". It has been an honor to serve as your Sheriff and I look forward to the next four years of my term.

Yours in Service,

Sheriff April Staton



## **MISSION STATEMENT**

We, the professional men and women of the Salem Sheriff's Office are empowered to defend the Constitution of the United States and the Commonwealth of Virginia. Through courtesy, care, trust, and commitment, we will work diligently to provide the most effective and safe delivery of court services to our citizens.

---

## **GUIDING PRINCIPLES**

### **Integrity**

We have integrity. We serve the citizens with the highest moral and ethical standards. Honesty and moral courage guide us in our relations with all persons.

### **Respect**

We show respect. We treat each other and all people with respect in a consistent manner.

### **Professionalism**

We are professionals. We listen compassionately and act with respect, sincerity, and courtesy when interacting with each other and the citizens. We are firm in our convictions in upholding the laws, while treating others as we would want to be treated.

### **Commitment**

We are committed. We work in a partnership with court personnel, city officials, other law enforcement agencies and the citizens of Salem to gain mutual respect and appreciation for one another. Together we will provide responsive and efficient quality service through cooperation, problem solving, and accountability.



## Court Security

One of the primary functions of the Salem Sheriff's Office is security of the courts. This includes security of all courthouse staff, and members of the public that enter the building for court or personal business. For security reasons, each person that enters the courthouse is screened for weapons and/or prohibited items via the x-ray machine and magnetometer.



Deputy Sexton shows the view the deputies get as they are monitoring the front checkpoint x-ray scanning machine.

In 2021, there were 131 court sessions for Juvenile and Domestic Relations court, 225 General District court sessions and 207 Circuit Court sessions. The Grand Jury met five (5) times during 2021.



## **Transportation of Prisoners or Other Persons in Custody**



Our Office is responsible for the safe transportation and handling of inmates that are scheduled for court in Salem. Transportation may be from any local jail or detention facility in the Commonwealth of Virginia, unless of course the inmate is housed at the Western Virginia Regional Jail (WVRJ). Per our agreement, the WVRJ transportation staff provide for delivery and pick up of Salem inmates housed in their facility.

All inmates coming into custody of our office are searched upon arrival or when they are taken into custody.

There were a total of 131 court transports completed by our staff in 2021. Our other transportation responsibilities are inmate medical appointments or emergencies as needed for inmates housed at the Roanoke County/Salem Jail, inmate transfers from one facility to another, mental health transports by court order, extraditions of inmates from other states, and any other court ordered transportation issued by a judge. In 2021, we traveled 48,809 miles in performance of our duties. A task that takes a tremendous number of man-hours for our office and racks up the miles on our vehicles is the number of mental health transports we provide. There was a total of 36 mental health transports in 2021.

Deputy Bass marks out with dispatch on the radio prior to transporting a prisoner



## **Civil Process**

Civil process service is the delivery of legal documents to the persons named therein, in a lawful manner. These documents typically arise from the courts however, we also process paperwork issued by or on behalf of attorneys, businesses, and members of the general public. We processed a total of 31,287 documents in 2021.



Master Deputy Adkins posts a court document in accordance with the guidelines set forth by the Commonwealth of Virginia.



Valerie Prude-Pope entering data into our Civil Process Database

## **Training**



Sgt. Branson completes the FBI LEEDA Trilogy of Leadership.

The Salem Sheriff's Office is committed to insuring that all appointees receive the best training possible to face the current challenges of law enforcement. Along with hundreds of hours in out-of-office training, we also completed in-house training utilizing our own certified instructors. Training attended this year includes: Cultural Diversity, Bias Based Policing, Use of

Force, Leadership, Dealing with Mentally Ill Persons, and much more. Our certified instructors also spend time instructing citizens, new recruits, and seasoned veterans at the Cardinal Criminal Justice Academy and at the Salem Courthouse.



## **Sheriff's Workforce Program**



The Salem Sheriff's Office workforce program was implemented on June 1, 2010. This is an alternative to incarceration for low level offenders in which individuals voluntarily work at various departments within the City of Salem in lieu of reporting to jail. Those who successfully complete the program may, at the discretion of the Judge, have their charge dismissed, or their jail time suspended. Those who are unsuccessful are returned to court and may then

be convicted of the crime as charged.

*Above Left – A workforce volunteer picks up trash in downtown Salem to help keep our city beautiful.*

Sgt Jonathan Branson is the direct supervisor over all participants in the program in 2021. There were 13 workforce volunteers who completed a total of 326 hours in 2021, with 7 current volunteers going into 2022.

## **Salem Fair 2021**

In 2021, the Salem Fair returned to the Salem Civic Center. The Salem Fair is the largest fair in the Commonwealth and one of the top 100 fairs and expositions in America. We value the opportunity to work in partnership with the Salem Police Department and other law enforcement agencies from across our region to help keep this event safe.





## **Community Involvement & Partnerships**

Engaging with the community has become much more of a priority than ever before for law enforcement. It is extremely important to perform our duties in a manner that instills public trust and allows us to build mutually respected relationships with our community members; especially our youth. Since the onset of COVID-19, our in-person community involvement has been limited. This year we were able to host our Fall Festival and participate in many more events than in recent years. We have also worked to reach out to our community through social media and other means. In 2022, we have many engagements planned and look forward to getting back to what we truly love; spending time with members of our community.



Sheriff's Office appointees work on building a house for Habitat for Humanity



We had an amazing time during our Fall Festival at the Salem Courthouse. There were lots of fun games and activities for the children as well as adults. We enjoyed guiding tours of the facilities, costumes, fun photos and most of all the two bike giveaways for the children. The joy on the faces of the children were priceless.







Sgt. Jonathan Branson participates in one of the many community events attended by the Salem Sheriff's Office in 2021

Sheriff Staton meets with students in between periods and during programs where she volunteers to instruct classes and work with area youth





Sheriff Staton and Salem Sheriff's Office appointees participate in area Special Olympics events throughout the Roanoke area. (above) Sheriff's Office appointees participated in many community events in 2021. (below)



Master Deputy Atkins supports a group of young Salem "entrepreneurs" as they sell lemonade in their neighborhood



## **Professional Standards-Accreditation**

Accreditation is considered to be the ultimate measure of professionalism among law enforcement agencies. Agencies seek accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). There are roughly 400 eligible agencies in Virginia. At this time, only 99 are accredited through the Commission. In addition to promoting public confidence and consistency, accreditation is important to:

- promote cooperation among agencies.
- ensure proper training for law enforcement personnel.
- increase the effectiveness and efficiency of services provided by law enforcement

Currently, there are over 700 areas of compliance that must be met in order to achieve and maintain accredited status. Our Office successfully completed re-accreditation in the Spring of 2021 with 100% compliance.



## Sheriff's Office Website & Social Media

The Salem Sheriff's Office maintains a user friendly and informative website for our citizens. It provides helpful information on office administrative staff, contact information, evictions and levies, jury duty, office initiatives, etc. We encourage our citizens to utilize this site and provide feedback on how we can improve its ease of use, quality of contents, or any other suggestions that may be of concern regarding our office.

Please visit our Sheriff's Office Facebook page where you can follow our community interactions and more!



## **2021 Brings Change**

In 2021, the Salem Sheriff's Office experienced some changes with the addition of two (2) new appointees.

We welcome Jessica Dunbar to the Salem Sheriff's Office. Jessica comes to the Salem Sheriff's Office from the Salem Police Department. Jessica is a cross-fit instructor and displays a strong work ethic and personable demeanor. This makes Jessica a good fit to our Office.



We would also like to welcome a long-time Salem resident as a part of our Salem Sheriff's Office family. John Lynch comes to us from the Western Virginia Regional Jail. John brings a wealth of knowledge and experience to our office and being a Marine, he has the discipline to carry out any assignment that he is given. John is a martial arts instructor and has quickly proven himself to be a valuable addition to our team.



The Coronavirus (COVID-19) continues to bring about many challenges for the Salem Sheriff's Office. We were able to show our versatility by adapting to new ways to handle courts, arraignments, and other responsibilities in a safe, yet effective manner. By partnering with the Courts, the Commonwealth Attorney's Office, Defense Attorney's, and area jails, we were able to utilize closed circuit video for a significant number of our court proceedings. This allowed us to maintain the safety of all parties while preserving the rights of those charged. We want to thank our partners for working closely with us during this difficult time and for allowing us to have a highly successful year despite the challenges.

# Thank You





## **Drug Use in the Roanoke Valley**

During the pandemic, our region has seen an increase in illegal drug use and addiction. Many of you probably know of someone that has been affected by addiction and we all are affected when we go to the checkout station at our local stores or look at insurance rates.

Drug abuse brings with it an increase in retail theft, hospitalization and overdoses. As a community, we need to do what we can to help those families in need and to get those affected the resources that they need to improve their quality of life.

If you know of someone that is affected by illegal drug use, we have listed a group of resources that offer opportunities for those in need of treatment.

Roanoke Comprehensive Treatment Center - 540-227-8426

Veterans Affairs Medical Center - 540-982-2463 x2585

Intercept True North Health Clinic - 540-523-8080 x1

Dept of Psych and Behav Medicine - CRMH Rehabilitation Center - 540-981-8954

LewisGale - Behavioral Health - 540-772-2801

Mount Regis Center - 540-389-4761

Blue Ridge Behavioral Healthcare Recovery Center - 540-344-6208 x4104

Outpatient Services - Adult and Family - 540-266-9200

Bethany Hall Recovery Home for Chemically Dependent Women - 540-343-4261

Thriveworks Counseling - 540-788-5090

Center for Emotional Care - 540-387-3105

Together we can make a difference in the lives of those affected by drug abuse. The burden is heavy for those that are dealing with addiction and if we can help guide them to the resources that they need, we can hopefully make a difference or even save a life.

Share these numbers and lets work together to make a difference in our community.

## Awards

On July 20, 2021, Valerie Prude-Pope was awarded the Kiwanis First Responder Award for Outstanding Service. Valerie Pope retired Norfolk Southern Corporation where she was an Executive Secretary for the Vice President. She has been with the Salem Sheriff's Office for just over one (1) year and has displayed an exceptional level of responsibility in her duties.

Mrs. Pope (Valerie) can be relied upon by her team members, and she is always there to help others with competence and an excellent attitude. She supports our staff and is always ready to help those that may need her assistance. She is personable and has fit in nicely with our office family.



Valerie has extensive experience in dealing with customers, coming from the private sector. She communicates well and is a great listener. She asks appropriate questions and gives appropriate guidance. She is not afraid to seek assistance if she needs it and handles those situations appropriately and professionally. Valerie projects a positive image to our city. She is personable and thorough in her communication with our customers and other government agencies.

Valerie has been a wonderful addition to our office and the City of Salem family. She has a strong work ethic, excellent personality and displays an ability to adapt to changing conditions. She is always willing to drop whatever she is doing to help others. She carries out her responsibilities with a smile and positive demeanor. She can simplify the complexities of her role within our organization and work through those complexed issues with ease.

Valerie is a shining example of how someone can make a significant career change to work in an area of public service and have an immediate impact based on her experience and personality. We are proud to work with Valerie and she greatly deserves the Kiwanis Club Award for Outstanding Service.



## **Salem Sheriff's Office**

### **Goals and Objectives 2022**

- **Ensure daily delivery and practice of core values while fulfilling the mission of the office;**
- **Promote professional growth and development of appointees;**
- **Continue to research and apply for grant opportunities;**
- **Continue to refine our outreach with the youth in our community by building lasting relationships and create trust in law enforcement;**
- **Ensure courthouse facilities meet the evolving needs of the community and the Sheriff's Office;**
- **Work in partnership with the community to enhance programs that ensure the highest level of service;**
- **Continue to build trust and support within our community, local government, and with other law enforcement agencies that we serve;**
- **Continue to provide a safe and secure courthouse environment through awareness, education and training;**
- **Continue to be fiscally conservative with budget requests, yet not forsake the importance of manpower and other needs that maximize the safety of our community and Sheriff's Office appointees.**

**Sheriff**

## **Commendations or Concerns**

We, the staff of the Salem Sheriff's Office, strive to deliver to the public the most professional and efficient delivery of court services. There may be times when you wish to commend or compliment one or all of the members of our staff for a job



well done. If so, we would like to hear from you personally. You may e-mail, call, or come by our office and ask to speak to a supervisor.

We also recognize that there may be times when you have a question or concern about our operation or even a complaint. If you would like to voice these concerns or register a complaint, please come by our office and you will be instructed as to the proper procedure.

We would like to thank our citizenry and encourage input whenever possible.

Together we can strive to meet our goals and perform our mission as it pertains to the overall administration of justice.

**For more information, please visit our website.**

**<https://salemva.gov/Departments/Sheriffs-Office>**





## CITY OF SALEM SHERIFF'S OFFICE WORKLOAD MEASURES FOR 2021

<i>Service of Court Papers</i>	
Levies	6
Writ of Possessions/Evictions or Writ of Fieri Facias	62
Subpoenas served	6,854
Jury summons served	738
Temporary Detention Orders served	31
Criminal warrants served	6
Other civil process served	23,653
<b>TOTAL SERVICES</b>	<b>31,287</b>
<i>Collections</i>	
Fees and Commissions	\$1,333.00
Collections on Levies	0
Sheriff's Sales	\$90.00
Total Money handled and disbursed	\$1,423.00
<b>REMITTED TO TREASURER</b>	<b>\$1,333.00</b>
<i>Courts Worked</i>	
Circuit Court	207
General District Court	225
Juvenile & Domestic Relations Court	131
<b>TOTAL SESSIONS</b>	<b>563</b>
Courthouse Visitors	29,204

<i>Transportation</i>	
Adult Court Related Transports	115
Juvenile Court Related Transports	16
Inmate medical events	40
Adult mental transports	25
Juvenile mental transports	11
TOTAL TRANSPORTS	276
TOTAL MILEAGE	48,809
<i>Extraditions</i>	
Extraditions (out of state)	0
<i>Custody</i>	
Persons taken into custody	76
Inmates placed in Roanoke Co/Salem Jail	823
Inmates placed in WVRJ	1,082
<i>Deputy Accidents/Injuries</i>	
Consecutive days in 2021 without a lost-time accident/injury	365
<i>Use of Force</i>	
Use of Force Incidents	0
Use of Force Incidents-Policy compliant	0
Use of Force Incidents-Requiring disciplinary action	0
Use of Force Complaints	0



*City of Salem Sheriff's Office  
April M. Staton, Sheriff  
2 East Calhoun Street  
Salem, Virginia 24153*